

September 6, 2018 Draft Meeting Minutes

**South Dakota Board of Addiction
and Prevention Professionals**

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Meeting Minutes

Board of Addiction & Prevention Professionals

Park Place Center, 3101 W. 41st Street, Sioux Falls, SD 57105

September 6, 2018

10:30 AM to 3:00 PM (CST)

Call In Number: 866-410-8397

Access Code: 730-588-5906

Members Present: Nicole Bowen, Terri Brown, Ellen Feiner, Amy Hartman, Donald McCoy, Linda Peitz, & Jill Viedt.

Kara Graveman participated via conference call.

Members Absent: Diane Sevensing.

DSS Staff Present: Marilyn Kinsman participated via conference call for a portion of the meeting.

Others in attendance: Jeff Bratkiewicz, Paula Koller & Tina Nelson.

Purpose: The BAPP's purpose is to protect the public through the development and establishment of generally accepted standards of professionalism and competence to be used in the recognition, certification, and licensure of addiction and prevention professionals in South Dakota.

I. Hartman called the meeting to order at 10:33 am.

II. Hartman called the roll, a quorum was present.

III. Viedt made a motion to approve the September 6, 2018 meeting agenda, with the following additions: Peitz's third term expires 10/30/18, nominations are needed for this position; clarification needed regarding the independent practice policy; questions related to the 1.3 FTE; L.C. matter; and assess the \$25.00 application fee for renewal applications. Peitz seconded the motion. Motion passed.

IV. Peitz made a motion to approve the June 14, 2018 Board of Directors meeting minutes. Brown seconded the motion. Motion passed.

V. Feiner made a motion to approve the financial report. Brown seconded the motion. Motion passed.

Conference call ended with Graveman and she joined the meeting on a non-conference telephone line.

VI. At 10:42 a.m. Hartman moved the meeting into Executive Session pursuant to SDCL 1-25-2(3) to review and discuss confidential and privileged legal matters with the BAPP's General Counsel, Jeff Bratkiewicz. The matters to be reviewed and discussed include, but not limited to, pending ethical complaints and investigations, regulatory and sensitive internal matters, potential litigation, and legal training and information provided by the State of South Dakota concerning state professional licensing boards.

McCoy joined the meeting at 10:46 a.m.

VII. Hartman moved the meeting out of Executive Session at 10:56 a.m.

VIII. 2017-3 McCoy made a motion in favor of the BAPP requesting HPAP provide quarterly reports regarding the progress/status of the practitioner. The Board will continue to monitor this matter. Bowen seconded the motion. Brown and Viedt abstained. Motion passed.

IX. 2017-7 No action necessary.

X. BAPP received reimbursement for administrative expenses from G.B. on 8-27-18. Feiner made a motion to consider this matter closed. Graveman seconded the motion. Motion passed.

XI. The BAPP received T.P. proof of liability insurance on 8-13-18. The policy was issued for one year. Viedt made a motion requesting a letter be sent to T.P. stating if she/he continues to work in the same capacity for Keystone Treatment Center, she/he will be required to submit proof of liability insurance, to the BAPP, annually. Hartman did not participate in discussion regarding this matter. McCoy seconded the motion. Motion passed.

Non-conference telephone call ended with Graveman.

XII. Hartman called for Public Input at 11:00 a.m. Hearing none, she proceeded with the agenda.

At 11:05 a.m. Kinsman and Graveman joined the meeting via conference call.

XIV. Peitz made a motion to adopt and implement the Code of Conduct and Conflict of Interest Policy for Use By State Authority, Board, Commission, and Committee Members. Board members will receive a copy of this policy in their orientation packet. Feiner seconded the motion. Motion carried.

XV. McCoy made a motion authorizing the BAPP to acquire a state email address, which will allow the BAPP to receive DSS and State communications. The cost is \$600 per person, per year. This fee is set by BIT and can fluctuate annually. Nelson and Koller will share one email address, and the Board has the option to cancel this email, at the end of each year. Viedt seconded the motion. Motion carried.

XVI. Peitz made a motion requiring the BAPP collect the \$15 fee for replacement/duplicate certificates and the \$5 fee for replacement/duplicate identification cards whether mailed, faxed, or emailed to the practitioner. McCoy seconded the motion. Motion carried.

XVII. The Board discussed whether it's permissible for the BAPP to require the \$150 reinstatement fee, for any individual who re-applies for trainee recognition, after the 15-day reinstatement period. It was determined this would require administrative rule change. The Board may consider this option, if or when administrative rule changes are proposed.

XIX. Work-group members (Hartman, Bowen, Peitz, and Sevensing) met on 8-16-18 to discuss CSAD issues/challenges regarding workforce development. The BAPP will send a letter to Mr. Dosch notifying him that the Board is in the beginning stages of reviewing and discussing changes with the certification/licensure requirements and reciprocity process.

XX. Graveman volunteered to join the CSAD work-group.

XXI. Viedt made a motion to prohibit the BAPP from providing free renewal applications. The fee for all paper applications is \$25. Feiner seconded the motion. Motion passed.

Lunch break at 12:21 p.m. Phone call with Graveman and Kinsman ended.

The Board reconvened at 12:45 p.m. Graveman joined the meeting via conference call.

XXII. The committee members had no additional information to share regarding an update on the NCC AP credentialing and cost. After further discussion, Peitz made a motion not to adopt or implement NCC AP credentialing or the NAADAC exam. Brown seconded the motion. Motion passed. The Board requested the administrative office keep a separate phone-log documenting calls received from individuals who indicate they have a MAC credential and are interested in moving to SD.

XXIII. Viedt made a motion to change the dates of the Board of Directors meetings to the first Thursday in February, May, August and November. Effective immediately. Feiner seconded the motion. Motion passed.

XXIV. The Board discussed creating a standardized form for ACT's and clinical supervisors to use to document the required 300 hours of supervised practical training. This form would replace the current form requesting a description of the 300 hours in each of the twelve core functions. The form could also track/log the required clinical supervision hours.

XXVI. McCoy volunteered to serve on the Compliance Committee; Viedt will be an alternate on the Compliance Committee; and, Hartman volunteered to serve on the Ethics Committee.

XXVII. Peitz's third term on the Board expires 10/30/18. The Board members are working on securing nominations for this credentialed professional's position.

XXVIII. Peitz made a motion requesting Bratkiewicz send a letter to L.C. stating that the Board authorized renewal of her/his LAC credential. However, the practitioner is not currently authorized to engage in "independent practice" that involves the use of her/his LAC credential. L.C. cannot use or refer to her/his LAC credential in professional activities that fall outside of direct employment with a credentialing or governmental agency. This means no reference to her/his LAC credential on websites, social media, marketing materials, etc. Graveman seconded the motion. Motion passed.

XXIX. Bratkiewicz will draft a letter which will be sent to all practitioners, regarding independent practice. The Board will review this letter at the November meeting.

XXX. Questions related to the 1.3 FTE will be discussed at the November meeting.

XXXI. Upcoming Board of Directors meetings: November 1, 2018, February 7, 2019, May 2, 2019 and August 1, 2019.

XXXII. Koller announced her intent to retire in January.

XXXIII. At 3:00 p.m. Viedt made a motion to adjourn the meeting. Graveman seconded the motion. Motion passed.

BAPP's Financial Report

**BAPP Year-to-Date Revenue
and Expenditure Summary
Fiscal Year 2018 - 2019
Board Meeting Date: November 1, 2018**

Act Number	Revenue	Actual 7/1/18 to 9/30/18	Estimated FY 2019	
429301000	Application Materials			
429302000	Application & Testing Fee	\$750.00	\$6,250.00	
429302100	Retest Fee		\$200.00	
429302200	Status Upgrade Fee	\$450.00	\$450.00	
429303000	Certification Renewal Fee	\$5,250.00	\$115,000.00	<i>All renewal fees</i>
429303100	Dual Credentialed Renewal Fee	\$950.00		
429303200	Licensure Renewal Fee	\$13,400.00		
429303300	Retirement Status Fee	\$543.75		
429303400	Trainee Renewal Fee	\$4,200.00		
429303500	Trainee Recognition Initial Fee	\$1,375.00	\$7,000.00	
429304000	Continuing Educ Serv Provider Fee	\$325.00	\$600.00	
429305000	IC&RC Certificate	\$300.00	\$1,500.00	
429305100	Mailing Labels	\$300.00	\$700.00	
429305200	Miscellaneous Income	\$300.00		
429305300	Miscellaneous: Legal Fees	\$1,477.40		
429305400	Portfolio Review Fee	\$200.00	\$500.00	
429305500	Reinstatement Fee	\$900.00	\$3,000.00	
429305600	Replacement Certificate	\$15.00	\$100.00	<i>Certificates and Cards</i>
429305700	Replacement Card			
492004500	Investment Income		\$500.00	
	BAPP Revenue from Quick Books	\$30,736.15		
	State Revenue Report	\$33,019.04	\$135,800.00	

Act Number	State Expenditure Summary Report	Actual 7/1/18 to 9/30/18	Estimated FY 2019
	Employee Salaries - 5101		
5101010	F-T emp sal & wages	\$13,447.08	\$56,662.00
5101020	P-T/temp emp sal & wages	\$3,975.25	\$22,863.00
5101030	Board & comm mbrs fees	\$960.00	\$2,518.00
	Employee Benefits - 5102		
5102010	Oasi-Employers share	\$1,347.99	\$6,343.00
5102020	Retirement-er share	\$1,045.33	\$4,048.00
5102060	Health/life ins.-er share	\$4,235.04	\$20,529.00
5102080	Worker's Compensation	\$67.95	\$350.00
5102090	Unemployment Compensation	\$5.91	\$30.00
	Travel - 5203		
5203030	Auto-priv (in-st) h/rte	\$529.20	\$3,500.00
5203100	Lodging/in-state		\$835.00
5203120	Incidentals-travel-in st.		\$50.00
5203140	Taxable Meals/in-state	\$70.00	\$150.00
5203150	Non-taxable meals/in-st		\$300.00
5203220	Auto-priv(out-state) l/r		
5203260	Air-comm-out-of-state		\$1,000.00
5203280	Other-public-out-of-state		\$125.00
5203300	Lodging/out-of-state		\$1,655.00
5203320	Incidentals-out-of-state		
5203350	Non-taxable meals/out-st		\$675.00
	Contractual Services - 5204		
5204010	Subscriptions		
5204020	Dues & membership fees	\$1,957.50	\$2,448.00
5204040	Accounting consultant		
5204050	Computer Consultant	\$99.00	\$925.00
5204080	Legal consultant	\$1,753.30	\$17,130.00
5204130	Other Consulting		
5204160	Workshop registration fee	\$245.00	\$650.00
5204190	Computer Services-Private		
5204200	Central Services		\$4,683.00
5204201	Central Services/ BFM	\$1,139.90	
5204202	Central Services/ Property Management Services		
5204203	Central Services/ Purchasing Services		\$20.00
5204204	Central Services/ Records Mgmt Services	\$19.20	\$153.00
5204207	Central Services/ Human Resources Services	\$475.46	\$1,673.00
5204220	Equipment serv & maint		
5204230	Janitorial & maint service		
5204320	Audit Services-Private		
5204340	Computer Software Maint		
5204360	Advertising-newspaper		
5204460	Equipment rental	\$411.99	\$2,500.00
5204490	Rents-private owned prop	\$1,305.70	\$7,878.00
5204510	Rents-other		

5204530	Telecommunications srvc	\$504.89	\$2,300.00
5204550	Garbage & sewer	\$23.80	\$420.00
5204590	Ins premiums & surety bds		\$1,110.00
5204620	Taxes & License Fees		
5204730	Maintenance contracts		
5204960	Other contractual services		\$3,200.00
	Supplies & Materials - 5205		
5205020	Office supplies	\$185.10	\$1,450.00
5205090	Painting Supplies		
5205300	Trophies & awards	\$75.00	\$155.00
5205310	Printing-state		
5205328	Printing-commercial		\$1,200.00
5205350	Postage	\$603.00	\$1,900.00
5205540	Finished signs & decals		
	Capital Outlay - 5207		
5207431	Office machines		
5207450	Office equip & fixtures		
5207491	Telephone Equipment		\$175.00
5207901	Computer Hardware		
5207960	Computer Software		
5208080	Refund of Prior Yrs Rev		
	Total Expenses	\$34,482.59	\$171,603.00

Cash Balance 9/30/18	\$49,483.98
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BAPP Revenues and Expenses by Month

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State Expenditure Summary Report								
F-1 emp sal & wages	7/31/18	8/31/18	9/30/18	10/31/18	11/30/18	12/31/18	1/31/19	Yr to Date
P-temp emp sal & wages	\$4,482.36	\$6,723.54	\$2,241.18					\$13,447.08
Board & comm mbrs fees	\$1,339.53	\$1,927.73	\$707.99					\$3,975.25
Oasi-Employers share	\$480.00		\$480.00					\$960.00
Retirement-er share	\$463.71	\$630.01	\$254.27					\$1,347.99
Health/life ins.-er share	\$349.31	\$519.07	\$176.95					\$1,045.33
Worker's Compensation	\$1,411.68	\$2,117.52	\$705.84					\$4,235.04
Unemployment Compensation	\$22.71	\$33.74	\$11.50					\$67.95
Auto-priv (in-st) h/rte	\$1.98	\$2.93	\$1.00					\$5.91
Lodging/in-state	\$249.48		\$279.72					\$529.20
Incidentals-travel-in st.								\$0.00
Taxable meals/in-st								\$0.00
Non-taxable meals/in-st	\$37.00		\$33.00					\$70.00
Auto-priv(out-state) h/r								\$0.00
Air-comm-out-of-state								\$0.00
Other-public-out-of-state								\$0.00
Lodging/out-of-state								\$0.00
Incidentals-out-of-state								\$0.00
Non-taxable meals/out-st								\$0.00
Subscriptions								\$0.00
Dues & membership fees	\$1,757.50		\$200.00					\$1,957.50
Accounting consultant								\$0.00
Computer consultant			\$99.00					\$99.00
Legal consultant		\$1,637.60	\$115.70					\$1,753.30
Other consulting								\$0.00
Workshop registration fee		\$245.00						\$245.00
Computer services-private								\$0.00
Central services								\$0.00
Central services - BFM	\$1,139.90							\$1,139.90
Property management services								\$0.00
Purchasing services								\$0.00
Records mgmt services	\$19.20							\$19.20
Human resources services	\$90.96	\$263.08	\$121.42					\$475.46
Equipment serv & maint								\$0.00
Janitorial & maint serv								\$0.00
Audit services-private								\$0.00
Computer software maint								\$0.00
Advertising-newspaper								\$0.00
Equipment rental	\$201.35	\$105.32	\$105.32					\$411.99
Rents-private owned prop	\$652.85	\$652.85						\$1,305.70
Rents-other								\$0.00
Telecommunications svcs	\$165.43	\$171.27	\$168.19					\$504.89
Garbage & sewer	\$10.92	\$12.88						\$23.80
Ins premiums & surety bds								\$0.00
Taxes & license fees								\$0.00
Maintenance contracts								\$0.00
Other contractual services								\$0.00
Office supplies			\$185.10					\$185.10
Painting supplies								\$0.00

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